

REQUIRED READING

1.0 Objective

The objective of this surveillance is to evaluate the laboratory's required reading program and current status of required reading. This surveillance provides a basis for evaluating the effectiveness of the laboratory's program for required reading and for establishing compliance with DOE requirements.

2.0 References

- 2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.2 DOE-STD-1033-92, *Guide to Good Practices for Operations and Administration Updates Through Required Reading*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist reviews the laboratory's required reading policy, the required reading file index, and the current required reading file. The Facility Representative or Environmental, Safety, and Health Support Specialist verifies that personnel are completing required reading within required time intervals and are documenting completion.

**Surveillance Guideline
 REQUIRED READING**

Surveillance No.: _____

Facility: _____

Date Completed: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Is a list of the types of documents to be included in the required reading file maintained?	_____	_____	_____
2. Does the list of documents to be included in the required reading file include the following:			
Procedure changes or revisions?	_____	_____	_____
Temporary modifications?	_____	_____	_____
New or updated hazard communication information?	_____	_____	_____
Company reference manual changes?	_____	_____	_____
Policy changes?	_____	_____	_____
Equipment design changes?	_____	_____	_____
Occurrence reports?	_____	_____	_____
Related industry event reports?	_____	_____	_____
Industry operating experience information?	_____	_____	_____
Other information necessary to keep operations department personnel aware of current activities?	_____	_____	_____
3. Has a method been developed to designate which documents need to be read by the individuals filling each position?	_____	_____	_____
4. Is a required completion date assigned for reading each document?	_____	_____	_____
5. Is required reading material accessible to operations personnel?	_____	_____	_____
6. Is all required reading material present in the file?	_____	_____	_____
7. Is the completion of reading documented?	_____	_____	_____

Surveillance Guideline
REQUIRED READING (cont.)

PERSONNEL CONTACTED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Surveillance Guideline
REQUIRED READING (cont.)

Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Surveillance Guideline
REQUIRED READING (cont.)

Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Surveillance Guideline
REQUIRED READING (cont.)

Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist